



CITY OF LONG BEACH FIRE DEPARTMENT

Employment Opportunity
Clerk Typist III (Full-time/Unclassified)
\$17.011 - \$23.263 per hour

FIRE PREVENTION BUREAU/COMMUNITY SERVICES DIVISION:

The Fire Department has an immediate opening for a full-time unclassified Clerk Typist III in its Fire Prevention Bureau/Community Services Division. Under supervision, the Clerk Typist III will perform a wide variety of general office/clerical tasks. This position may serve at Fire Headquarters lobby desk.

EXAMPLES OF DUTIES:

- Data entry, record keeping, filing, and the ability to maintain volunteer tracking system;
- Maintain all registration for Fire Department volunteer programs;
- Coordinate multiple tasks simultaneously, and proactively manage a wide range of projects while being able to work rapidly and accurately under pressure;
- Monitor and filter multiple email accounts to establish contact and action items;
- Ability to coordinate calendars, meeting preparations, and schedule events, preparation of agendas;
- Facilitate and act as a liaison for our Fire Ambassador Program, which will include the ability to create calendars, place orders, coordinate with vendors for services, and follow through on action items as assigned;
- Ability to attend evening meetings as needed on the 1st & 3rd Tuesday of the month (7-9 P.M.);
- Ability to transcribe minutes from the meetings;
- Ability to coordinate class materials, which will require photocopying, printing, organizing materials, and creating forms;
- Ability to participate in Disaster/Emergency Preparedness drills;
- Willingness to attend CERT (Community Emergency Response Team) training classes and other community events on weeknights or weekends as necessary;
- Willingness to attend two off-site meetings a month as it pertains to the coordination of our volunteer program;
- May provide lobby desk reception coverage: welcomes and directs visitors in person or on the

telephone, answering or referring inquiries; screens and routes telephone calls and emails; sorts incoming mail; maintains security by following procedures, monitoring logbook, and issuing visitor badges;

- May provide support to other areas of the Bureau and Department, as needed;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Experience working with the public and other City departments in a courteous and professional manner over the telephone, through email, and in person;
- Experienced and proficient in all Microsoft Office applications (Microsoft Word, Outlook, PowerPoint, Windows and Excel);
- Flexible and adaptable with respect to changing priorities;
- Ability to manage multiple tasks, meet deadlines and prioritize assignments to ensure timely completion;
- Ability to work in a team environment
- Must have excellent attendance and punctuality, and a professional appearance and demeanor;
- Possession of a valid California Driver's license.



APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, January 29, 2016. To be considered, please send a letter of interest and résumé to:

Veronica Robles Scott
Fire Department/Clerk Typist III Recruitment
3205 Lakewood Boulevard
Long Beach, CA 90808
Veronica.Robles-Scott@longbeach.gov

Résumés will be reviewed for depth and breadth of experience. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call Kathleen Piper (562) 570-2555.